

CHAPTER 13 - RN CATERING MANAGEMENT

1301. **Stock Levels in HM Ships and Submarines.** The optimum Endurances laid down in CB2002 Vol 2 provide a target that MUST be achieved by the Senior Catering Services Rating. Food requirement is best established from Ships' usage data, providing guidance to each LO/LSO. To provide the information needed to calculate storing requirements, Ships are to record the following information:

- a. **Maximum Stockholding.** This should be the holding necessary to maintain a balanced diet based on endurance items only, when the Ship is stored to maximum endurance supported by a TRICAT endurance print and dormant demands. Details are to be held in the Catering Management Record (CMR) Pt 2.
- b. **Minimum Stockholding.** This should be the minimum stockholding necessary based on endurance items only to maintain a 14 day balanced diet not including ORP or SER. Information should be supported by a TRICAT endurance print along with dormant demands and held in CMR Pt 2.

Note: RFAs are to include 7 days Emergency Provisions (EPs) if no ORP/SER is held.

- c. **Dispersed Stock.** The maximum stock levels indicated in CB2002 can be enhanced by the utilisation of cram stow techniques and the use of pre-identified dispersed storage locations around the Ship. These locations should be identified and estimates made, details are to be held in CMR Pt 2.
- d. **Emergency Rations.** There is a requirement to hold 4 days worth of emergency rations for all class of ship, with the exception of Minor War Vessels who are required to hold 2 days. Ships that operate with Embarked Military Force surges are required only to hold emergency rations for the Ship's Company. Stock holdings of emergency rations are not included in the overall calculation that determines the Ships endurance on the Weekly Logistics Report (WLR).

(1) Currently HM Ships hold 24 Hr General Purpose ORP for emergency rationing, however this is to be replaced with the SER as directed by NCHQ. The SER will consist of a box containing 30 meal pouches and 30 action snacks, the caterer will account for them by debiting his account 35% of the DMR for each individual issue. The SER is to be stored separately from the main catering stores, they are to be kept in a secure compartment, above the waterline and within the citadel. SER stock holdings, storage plan and packing dates are to be recorded in CMR Pt 2 and checked against the monthly DES ORP Examination letter. SER, once embarked, come under the same regulations with regard to International Catering Waste (ICW), in accordance with para 1311.

(2) RFAs hold 7 days worth of EPs, made up of tinned and ambient products, that are stored separate from the main food stocks. These stocks are designed for use in emergencies when normal feeding arrangements cannot be met by the on board catering organisation. EPs are to be included in the minimum stock holding

figure and will eventually be replaced by the SER as directed by NCHQ.

e. **ORP.** Ships deploying on APT(S), APT(N) and Operations are required to carry 100 man/days of 24 Hr GP ORP as an additional part of their catering stores. Once 'off task' the ship should seek to utilise this ORP in Action Messing exercises, or if expected to carry out OST, retain them for use during sea training serials.

(1) ORP are to be stored separately from the main catering stores, in a secure compartment, above the waterline and within the citadel. When held they are to be accounted for in the same way as the SER and documented in the CMR Pt 2.

(2) Ordering and re-supply of ORP is to be made through the Supply Chain on board. Whilst ORP have an extended shelf life it is still essential to ensure value for money against the Food Vote. Out of date ORP is not to be returned to Bicester Depot and approval for write off action is to be sought from NCHQ. ORP, once embarked, come under the same regulations with regard to ICW, in accordance with para 1311.

1302. Readiness States. The readiness states the Naval Service adhere to are listed in the RN Plan which cascades directly from The Strategy for Defence (SfD). Readiness is a generic term covering 'readiness time' and 'readiness state'. Readiness time is the period required for elements of a forces to be ready to deploy from their home base or current location to undertake specific MTs, appropriately manned, equipped, trained and support to conduct the allocated task. Readiness state is an assessment of the capability of a FE at a given point in time to conduct the full spectrum of MTs.

Note: Readiness Categories (aligned with NATO) can be found in the RNP and range from R0+ to R11.

1303. Review of Stock Levels. The maximum and minimum stockholding line items and figures are to be reviewed quarterly, on change of LO/LSO, Senior Catering Services Rating and after extended periods deployed from base port. These figures are to be recorded in the CMR and Ships are to report by signal to OPS LOGS Northwood (Annex A) when they anticipate falling below minimum stock levels.

1304. Provision Endurance Tables. It is often essential for operational reasons to predict the provision endurance of ships accurately. All surface Ships carrying a LO/LSO are to complete this task at least quarterly and always prior to deployment. The TRICAT endurance print option will provide the caterer with all relevant data to complete this task.

1305. WLR. When completing the WLR the Senior Catering Services Rating is to use both Fleet Portion and Consumption endurance prediction data. These quantities are to be shown separately on the WLR. The prediction of the 'Days Endurance' shown on the top of the WLR is always to be based on full numbers victualled, in accordance with CB2002, with the lowest 'Number of Days Stock', Consumption, from the following:

a. Meat and Fish.

- b. Vegetables.
- c. Potatoes, Rice and Pasta.

Note: ORP/SER holdings are also recorded on the WLR but separate from the overall endurance figure.

1306. **Fleet Days Endurance.** The Fleet Days Endurance figure shows the endurance which should be achieved with strict portion control when issuing, cooking and serving.

1307. **Ship's Days Endurance.** Ship's Days Endurance (Consumption) figure shows the Endurance which could be achieved without changing the standard portions to which the Ship's Company will have become accustomed to during normal operating programmes.

Note: Whenever changing from Ship to Fleet Portion sizes the Ship's Company should be informed of the change and the reasons why. The calculated difference between Fleet portion size and Consumption is 15%.

1308. **Ships Usage Data.** In peacetime this cannot necessarily be used to establish the maximum possible provision capacity required in a war role because storing intervals have to be extended and recourse to regular replenishment of fresh provisions will not be available. In planning extended Endurance, the use of substitutes and alternative foods in place of frozen items must be considered to allow maximum space for refrigerated items, which have no alternative. When selecting canned, dried and boned items to provide a balanced provisions holding at maximum Endurance, great care must be taken to ensure the necessary variety, nutritional value and quality of food.

COMPLIANCE MANAGEMENT

1309. Governance and Compliance Management.

- a. NCHQ is required to report legislative, accounting and procedural compliance to the Permanent Under Secretary on an annual basis. Logistics compliance is included in this process through the Fleet Audit Committee. Compliance will be assessed using the Compliance Management Tool (CMT), managed through a 4 Tier reporting system.
- b. The CMT is an Excel Spreadsheet based facility which enables the recording of checks as they are completed. Using a traffic light colour coding system and with the ability to record comments, each tier of checks is assessed by the next highest level on a risk/professional judgement basis and ultimately requires the Tier 3 to report to NCHQ (Tier 4) that compliance is met or not.
- c. Detailed responsibilities can be found in Queen Regulations for the Royal Navy (QRRNs), Chapter 12, however at unit level (self accounting), checks on procedures and accounting practices/standards are the responsibility of the Catering Services Senior Rating (Tier 1) and the Logistics Officer (Tier 2). Tier 1 checks completed by Tenders will be reviewed at the Tier 2 level by the Base Logistics Organisation.

d. A series of 11 checks (summarised below) on the various aspects of catering accounting and food services management, including food hygiene/safety procedures and HACCP, are to be completed at the appropriate periodicity using CMT. Tier 1 checks are to be carried out by the rating carrying out the task, but ultimately the responsibility for the checks remains with the sub-departmental Senior Rating/Senior Logistics (Catering Services) rating borne.

e. Summary of CMT checks:

- (1) **Check 1** – Quality and Quantity checks of provision deliveries, including temperature control requirements.
- (2) **Check 2** – Verification of delivery voucher processing.
- (3) **Check 3** – Stocktaking.
- (4) **Check 4** – Catering Accounting Actions.
- (5) **Check 5** – Endurance Levels.
- (6) **Check 6** – Messing Evaluation Check.
- (7) **Check 7** – Cash Casual Meals.
- (8) **Check 8** – Crown Laundry Account Verification.
- (9) **Check 9** – Official Entertainment.
- (10) **Check 10** – Training Documentation.
- (11) **Check 11** – Internal Audit.

LANDING AND DISPOSALS OF PROVISIONS IN UK FROM HM SHIPS, SUBMARINES AND RFAs

1310. **Regulations for Landing and Disposal of Provisions.** The landing of provisions is strictly controlled by the Department of Environment, Food and Rural Affairs (DEFRA). The regulations issued by DEFRA are designed to prevent contamination of the food chain by restricting importation of food into the UK and DEFRA must always be informed when it is intended to land provisions in the UK. Under Intervention Board Agriculture Policy (IBAP) rules, all food which has attracted a Common Agriculture Policy (CAP) refund, regardless of its intended destination ashore, is to be declared on landing to HM Revenue & Customs (HMR&C).

1311. **ICW.** Once a vessel has docked in a foreign port outside of the EU, regardless of whether they have taken on catering stores or not, subsequent catering waste is then classed as ICW. The following rules apply (see JSP 456 Vol 3):

- a. Cooked and processed food products are to be disposed off as ICW. Furthermore packaging that has come into direct contact with the food stuff is also classed as ICW.

- b. Waste must be kept double bagged, in separate, covered and leak proof containers. There is no requirement to double bag waste if using the ICW Gash Bags NSN 8105-99-701-2641.
- c. ICW is to be disposed of in ICW food skips marked “Category 1 By-Product for Disposal Only” and is **NOT** to be disposed of in normal waste skips, which would cause cross contamination. Cat 1 Food Waste Skips are to be requested by LOGREQ prior to arriving alongside in the UK whether returning to base port or a commercial port.
- d. On returning to the EU all food waste is still classed as ICW until the Captain or Commanding Officer has signed a declaration to state that the ships storerooms have been completely emptied, cleaned, disinfected and restocked in the EU. This declaration can be found at Annex B

1312. Regulations for the Transfer of Provisions. HM Ships, Submarines and RFAs are not to transfer provisions to any shore units. Provisions may only be landed for destruction or for transfer to other eligible Naval vessels. HM Ships, Submarines and RFAs having returned to the UK with foreign purchased products still on board may continue to use this food whilst alongside.

1313. Minimising Destruction Costs. The destruction of food is expensive, both in terms of the write-off of the food itself and the cost of destruction. HM Ships, Submarines and RFAs planning to de-store are, therefore; to ensure, programme permitting, that stocks of provisions are reduced to the absolute minimum prior to the event and authority to transfer provisions at a reduced price is to be requested, through NCHQ, to DFS Team. Units intending to fall below their minimum Endurance levels are to signal OPS LOGS, Northwood for authority to do so.

1314. Instructions for the Disposal of Provisions. No provisions may be landed for disposal without written authority being granted by NCHQ. Approval will only be forthcoming in the case of Ships paying off, entering refit or following a refrigerator failure. Units requiring to land provisions for disposal are to forward the following details to NCHQ:

- a. Reasons for de-store.
- b. Priced lists of provisions to be disposed of.
- c. Where the disposal is to be undertaken.

Furthermore, contact is to be made with the appropriate Base Logistics Organisation (BLO) at the earliest opportunity to facilitate early planning. Once written authority has been received, the unit, in conjunction with, the Base Waterfront staff will make all the necessary arrangements for the destruction.

LOCAL PURCHASE OF PROVISIONS

1315. Regulations for the Local Purchase of Provisions. The following regulations apply for the local purchase of provisions:

- a. **Shore Establishments in UK.** Local purchase of non core range commodities can only take place with DFS Team approval (see JSP 456 Vol 2 Chap 4).

- b. **Ships/Submarines in UK Naval Bases.** Local purchase of non core range commodities can only take place with DFS Team approval (see JSP 456 Vol 2 Chap 4).
- c. **Ships/Submarines in Other UK Ports.** The PFM contractor will only supply provisions to those commercial ports listed in the MoD Food Supply Contract User Manual. In all other commercial ports ships are authorised to local purchase provisions after having first sought advice from NCHQ.
- d. **Ships/Submarines Visiting Gibraltar, Cyprus and Falkland Islands.** See JSP 456 Vol 2 Chap 2 and the MoD Food Supply Contract User Manual.
- e. **Ships/Submarines in Foreign Ports.** As a matter of course, Ships/Submarines are to use the Port Agency Contract (PAC) as detailed in BR2002 Chap 6 and the Solid Support Pack (SSP) in accordance with para 1319. In ports where the PAC does not exist Local Purchase should be made in accordance with para 1318.

1316. **Accounting/Administration Instructions for Local Purchase of Provisions Using Port Agency Contract.** There is no monetary limit on the local purchase of provisions but it is the responsibility of the LO/LSO to ensure that excessive prices are not charged and that unnecessary expenditure is not incurred by the Exchequer. Details on the process by which the PAC is operated can be found in BR2002 Chap 6. The following regulations are to be adhered to:

- a. The PACRF should ask for the agent to nominate a ships chandler.
- b. The agent should be asked to provide price comparisons from a standard list of basic provisions to ensure that value for money can be demonstrated. These price comparisons should be obtained prior to placing an order.
- c. If at anytime the selected chandler does not meet the expected standards of service or quality the Agent should be instructed to intervene. CMT 1 is to be annotated accordingly and NCHQ informed as a matter of routine. The LO/LSO should even consider instructing the Agent to change the chandler.
- d. All purchases are to be checked on delivery for quantity and quality in accordance with CMT1.
- e. Payment is not to be made direct to the chandler or agent. The LO/LSO should cross check the final statement against the TRICAT Local Purchase Payment Sheet and then validate and endorse individual invoices and the agents final Summary of Services for central payment.

1317. **Accounting Instructions for Local Purchase of Provisions using the Multinational Logistics Services Provision Basket (MLS(PB)).** NCHQ has negotiated with MLS, the port agency contractor, for a fixed price provisions basket containing 2 lists of items known as the Basic and Enhanced lists. These prices are fixed for a term of 4 months, are only valid in the ports directed by NCHQ and the following regulations are to be adhered to:

- a. Provisions are to be ordered using the MLS(PB) Order Form, issued by NCHQ, and are to be sent to the port Agency Contractor no later than 5 days before the expected date of arrival.
- b. Provisions in the Basic MLS(PB) are to be re-valued to the current Core Price List.
- c. Provisions in the Enhanced MLS(PB) cannot be re-valued and must be entered on TRICAT with a local number and taken on charge at the published price. The LO/LSO is to ensure that the catering account is able to afford these items.
- d. Units can still purchase provisions that are not listed on the MLS(PB)s but these items must be entered on TRICAT with a local number and taken on charge at the cost price. The LO/LSO is to ensure that the catering account is able to afford these items and that they are getting value for money.
- e. If at any time the Chandler does not meet the expected standards of service or quality the Agent should be instructed to intervene and the Deputy Fleet Logistics Coordinator (DFLC) and the FCO are to be informed. CMT 1 is to be annotated accordingly. The LO/LSO should consider instructing the Agent to change the Chandler in consultation with the DFCL.
- f. If a different chandler is used, who does not have a negotiated MLS(PB), Local Purchase regulations apply in accordance with para 1316.
- g. All purchases are to be checked on delivery for quality and quantity in accordance with CMT1.
- h. Payment is not to be made direct to the Chandler or Agent, the LO/LSO is to check the final statement against the TRICAT Local Purchase Payment Sheet and then validate and endorse individual invoices and the Agents final Summary of Services for Central Payment.

1318. Accounting/Administration Instructions for Local Purchase of Provisions in Non-PAC Ports. Ships visiting foreign ports where the PAC is not being used are in the first instance to request Host Nation Support (HNS) through the Embassy. If HNS is not available and local purchase is authorised the following procedures are to be followed:

- a. LO/LSO is to request for a minimum of three chandlers on arrival in the visit letter/LOGREQ.
- b. On arrival the LO/LSO should conduct competitive tendering between the chandlers taking prices, ability to meet the order, advice from military attaché/consular staff and port guide comments into account. Copies of the price lists, including those from chandlers not selected are to be retained for audit.
- c. If only one chandler is available then CMT 1 is to be annotated accordingly.
- d. The chandler should be informed of the following:

- (1) Failure to meet quality, quantity and service standard will lead to rejection or cancellation of orders without notice.
 - (2) All deliveries are to be accompanied by properly prepared invoices.
 - (3) Any discounts allowed are to be clearly shown on invoices and the final statement.
- e. TRICAT demands are to be submitted to the selected chandler.
 - f. The LO/LSO to ensure that excessive prices are not charged and that they are getting value for money.
 - g. All purchases are to be checked on delivery for quantity and quality in accordance with CMT1.
 - h. Payment should be made prior to leaving the port. The LO/LSO is to cross check the final statement against the TRICAT Local Purchase Payment Sheet and certify the account for payment.

1319. **Solid Support Pack (SSP).** The SSP offers an opportunity to demand frozen and dry food stocks from the UK MoD Food Supply Contractor and this will be delivered using 20 or 40 ft temperature controlled ISO containers. The opportunity to use the SSP is limited to certain ports and conditions and the LO/LSO should consider the use of the SSP in their pre-deployment planning in consultation with NCHQ. Authority to use the SSP is required from the FLO or FCO.

REFRIGERATED STORAGE IN HM SHIPS

1320. **General.** Day to day operation and use of refrigerated compartments requires specific instructions to be followed to ensure that the unit functions correctly and that the provisions stored within remain safe to consume. Such instructions also allow early fault detection and swift corrective action to be undertaken. LO/LSOs are to ensure that their staffs are fully briefed on the correct storing, monitoring, inspection and temperature recording procedures for refrigerated compartments. Additionally, the CMR, Standing Orders and orders for duty personnel must state quite clearly the routine to be carried out in the event of refrigerator failure, with particular reference to the remedial actions to be undertaken outside of normal working hours.

1321. **Refrigerated Compartments – Instructions for Personnel.** The following instructions are to be adhered to by all personnel responsible for, or who use, refrigerated storage in HM Ships:

- a. **Catering Services Refrigerator Temperature Records.** Refrigerator Temperature records are to be maintained by catering staff and are to be used to record the relevant information detailed at 1323.
- b. **Completion of Records.** The Refrigerator Temperature Record page is to be completed thrice daily and filed with the end of month catering account.
- c. **Entering Refrigerated Compartments.** A minimum of two persons are to be present when opening and working in refrigerated compartments.

d. **Openings.** Openings of refrigerated compartments should normally be restricted to a maximum of 2 per day for no longer than 15 minutes on each occasion. When openings in excess of 15 minutes are required for storing ship or stocktaking, the ME Department are to be informed in advance so that temperatures can be monitored and managed.

e. **Plastic Curtains.** If fitted, plastic curtains are to remain in use and not tied back.

f. **Refrigerator Alarms – Weekly Test.** A weekly, refrigerator alarm test is to be conducted (liaising with SCC/HQ1) to test the reaction of members of the Ship's Company. The results of this test are to be recorded on the Refrigerator Temperature Record page.

g. **Refrigerator Failure near a Port.**

(1) Inform the Commanding Officer through the LO as it may be possible to advance the ETA.

(2) In order to reduce the number of fridge openings remove sufficient stocks to last until arrival alongside, (being as quick as possible, from then on ensure refrigerators remain closed until de-storing commences). There is usually 24 - 36 hours to play with before the air temperature rises and the meat (contents of the fridge) takes over as the cooling agent until it is completely thawed.

(3) Utilise remaining stocks of fresh fruit and vegetables.

(4) Top up domestic refrigerators (DARs) with dairy products.

(5) Ascertain composition of stocks from stock record to assess the volume of work involved in de-storing.

(6) Signal BLC/Port Agency Contractor/NCHQ requesting, either:

(a) Assistance on arrival.

(b) Provision of Mobile Refrigerated Container (MRC) ready for de-store.

(c) Assistance of Base EHO to ascertain if stocks will be suitable to re-embark upon completion of repairs.

(d) ICW Cat 1 Food Waste Skip if disposal of food is required.

(7) Liaise with the whole ship co-ordinator for manpower.

(8) Plan what meat to use when the doors are opened.

(9) Plan demands for daily deliveries.

h. **Refrigerator Failure at Sea.**

- (1) Inform the CO through the LO.
- (2) Remove large quantities of stock from the refrigerators, cook as much as possible and stow in ready use refrigerators.
- (3) Take over all DARs and stock with dairy produce.
- (4) Keep refrigerator doors closed until positive repairs are possible.
- (5) Signal other ships in the area requesting use of their refrigerator space or for provision of supplies.
- (6) Adjust menus to suit stock holdings.
- (7) On completion of repairs, survey contents of the fridge with the LO and the Medical Officer.
- (8) Discard meat etc, only if it constitutes a danger to health, otherwise retain and de-store for destruction on arrival at port.
- (9) Inform BLC/NCHQ.

1322. **Storage of Provisions in a Refrigerated Compartment.** The following points are to be adhered to when storing refrigerated compartments:

- a. The area around the unit cooler is to be kept clear to allow for unobstructed air flow.
- b. If there is a requirement to cram stow, the free flow of chilled air around each compartment should be restricted as little as possible and for the minimum amount of time. Staff are to re-stow frequently to reduce the height of provisions and to prevent hot spots. Do not stow:
 - (1) One foot either side and below the unit cooler.
 - (2) Three feet in front of the unit cooler.
 - (3) One foot between the deck head and the top surface of any provisions.
- c. When the Ships' refrigerators can not meet the required Quick Frozen (QF) temperatures of a minimum of -18°C , quantities of QF products are to be kept to a minimum. No ice cream is to be stored unless it can be kept at a minimum temperature of -18°C .
- d. Galley ready use refrigerators are not to be stowed above the load line or cram stowed. Where possible, keep raw and cooked/prepared foods in separate units and always keep cooked/prepared foods above raw foods.

1323. **Temperature Recording of a Main Refrigerated Compartment.** The temperature reading is to taken and recorded as follows:

- a. The temperature reading from the external gauge outside each main refrigerated compartment is to be taken thrice daily and recorded on the

Refrigerator Temperature Record page using the template in JSP 456 Volume 3 Chap 3 (Appendix 4).

- b. A weekly performance verification of the internal air temperature is to be checked using a Hanna probe and the reading recorded on the Refrigerator Temperature Record page.

1324. Temperature Recording of a Mobile Refrigerated Compartment (MRC). Instructions at 1323 regarding temperature control are also applicable to a MRC. Additionally the normal checks conducted by the ME Department on the Ship's main refrigerated compartments are to continue and are to include the MRC.

1325. Temperature Recording of a Galley Ready Use Refrigerator, Domestic Automated Refrigerator (DAR) & Cold Counter. The temperature reading is to be taken and recorded as follows:

- a. The temperatures are to be recorded in accordance with JSP 456 Vol 3 Chap 3.
- b. The temperature reading is to be taken from the external gauge/digital display. Units with a digital temperature display are to be verified weekly using a Hanna probe and the calibrated reading recorded on the refrigerator Temperature Record page or, in the case of Galleys, in the Daily Food Safety Management Record page. If DAR temperatures are taken daily using the Hanna probe there is no need to conduct an additional verification check.
- c. The temperature of a DAR need not be recorded unless high risk food items are stowed within.
- d. Servery or dining hall cold counters are to be used for display/meal service only and are not to be used as storage compartments for food. Food displayed in cold counters is to be considered as high risk and incorporated within the HACCP routines.

1326. Provision of a MRC. The Defence Container Management Service are currently responsible for the provision of a MRC which is provided for either a refrigerator failure or to store provisions whilst maintenance is undertaken on the main refrigerator. (In the first instance the Waterfront Organisation should be contacted prior to requesting a MRC as they may be able to provide a local solution). For normal requirements, a minimum of 48 hours notice is to be given whenever possible. The following information will be required:

- a. Ship's UIN.
- b. MRC type and quantity.
- c. Delivery address and required delivery date.
- d. Estimated duration.
- e. Temperature settings required.

1327. MRC Delivery Arrangements. Ships are to inform the relevant Base Security Office to arrange access for transport into the Naval Base. Additionally, craneage, including a slinger, or a jumbo fork lift and an electrician must also be

arranged for both the delivery and return of the unit. Assistance and advice on these arrangements can be obtained from the Waterfront Organisations.

CATERING SERVICES MANAGEMENT

1328. Management Logs in the Catering Services Areas. In order for inspecting authorities to accurately audit the catering management logs and ensure that compliance, as well as due diligence, is being adhered to and practiced throughout catering services' areas the following logs and their contents are mandatory requirements directed by NCHQ:

- a. Catering Management Record (Part 1 and 2).
- b. Galley Management Record (Part 1 and 2).
- c. Food Safety Training Log.
- d. Operational Performance Statement (OPS) Training Log.
- e. Dining Hall Log.
- f. Lift Log.
- g. CMT (electronically).
- h. Defect and Husbandry Log (JSP 456 Vol 3. Chap 3 0349).
- i. Crown Laundry Verification Log.

1329. Catering Management Record (CMR). The CMR is set up in two parts, although it is acceptable to have both parts contained in a single log.

- a. **Part 1.**
 - (1) Duty Caterers Management page (Annex C).
 - (2) Weekly Cleaning Record sheet.
 - (3) Weekly Refrigerator Temperature Record pages (JSP 456 Vol 3 (3B4-1)).
- b. **Part 2.**
 - (1) Duty Caterers Roster.
 - (2) Cleaning Cards and relevant COSHH data sheets.
 - (3) Catering Management Supersession Certificate.
 - (4) TRICAT min/max stock levels (including Endurance prints and dormant demands).
 - (5) Fridge Failure Routines (including call out numbers).

- (6) ORP/SER Holdings (including packing dates and storage plan).
- (7) TRICAT Manual Accounting Fallback Procedures and Templates.
- (8) Lift Log.
- (9) Dispersed Stock Plan.
- (10) Copies of all extant Catering Publications or an up to date list of the latest Catering Publications available electronically.

1330. **Galley Management Record (GMR).** The GMR is set up in two parts, part 1 is to be kept in the Galley and part 2 held in the Galley Office.

a. **Part 1.**

- (1) Duty Watch Roster.
- (2) A copy of the Weekly Menu.
- (3) The GMR pages for the week (Annex D).
- (4) Daily Food Safety Management Record page (JSP 456 Vol 3 (3B1-2)).
- (5) The Advanced Food Preparation page (JSP Vol 3 (3B2-1)).
- (6) Blast Chiller Record page (JSP 456 Vol 3 (3B5-1)).
- (7) Weekly Cleaning Record sheet.
- (8) HACCP Flow Charts (JSP 456 Vol 3 (3B-3 – 3B-7)).
- (9) 10 Point code for food handlers (JSP 456 Vol 3 (4C1-1)).

b. **Part 2.**

- (1) Monthly Probe Calibration Records for the “Hannah” hand held probes (JSP 456 Vol 3 (3C-1 or 3C 1-1)).
- (2) Cleaning Cards and relevant COSHH data sheets.
- (3) Completed “Fit to Handle Food” Certificates for all food handlers (JSP 456 Vol 3 (3B-1)).
- (4) Induction briefs.
- (5) Galley Management Supersession Certificate.
- (6) FCAT 1013 for Dispersed Feeding (leaving the Ship only) (JSP 456 Vol 3 (3B6-1)).
- (7) Pest Management Record (JSP 456 Vol 3 (3H-1)).

1331. **Galley Routines.** The Senior Catering Services personnel/Galley Manager is responsible for preparing and promulgating the Galley Routines, which should include:

- a. Standing Orders.
- b. Watch Bill.
- c. TORs.
- d. Cleaning Routines.
- e. Working Routines (Sea and harbour).
- f. Induction Routines.

Details of all Galley routines are to be authorised by the LO and incorporated in Logistic Department Standing Orders (LDSOs).

1332. **Messing in times of Tension or War.** The LO/LSO, in consultation with the Executive Officer (XO), is to draw up arrangements for feeding the Ship's company in times of tension or war. These arrangements are to be exercised in peacetime in line with PRISM. Additional instructions on stockholding and their dispersal are contained in Fleet Operating Orders. Particular attention is to be paid to:

- a. Embarking provisions to the maximum capacity.
- b. The control of issues to conserve stocks, whilst at the same time presenting nutritionally balanced menus.
- c. The dispersal of essential foodstuffs throughout the Ship.

1333. **Types of Messing.** There are two basic situations to be catered for, Defence Watch Messing and Action Messing. Additionally, there may be a requirement for emergency messing not covered previously and also messing of landing parties and disaster control parties.

1334. **Defence Watch Messing.** The normal state for a HM Ship operating in tension or war will be the two-watch defence system. Under this method the chefs are allocated to the galleys and, working in two watches (whereby their watch changes are outside of the meal times), should provide a restaurant service for officers and ratings. The Ship's Company normally works six-hour long watch routines and regular cooked meals are prepared and served for a period of half an hour each side of the watch change. Where possible, normal daily menus should be produced with the addition of a fourth snack type night meal. Between these meals, snacks and drinks should be available from the galley either on demand or at very short notice. The following should also be considered:

- a. **Heat Exhaustion.** Particular attention should be paid to the problems of heat exhaustion of galley staff when operating in the completely or partly shut down state. All equipment should continue to function as long as the Ventilation State will allow. Strict discipline in equipment operation can do much to reduce heat levels in galleys. In the fully closed down state and in the partially relaxed condition, it may be found unacceptable to operate more

than one feeding station due to excessive heat. Under these conditions, where more than one galley exists, all personnel should be fed from the General Mess.

b. **Organisation.** The precise organisation to be adopted may vary from Ship to Ship and will have to be sufficiently flexible to take account of the operational environment and restrictions. In planning the defence watch messing organisation, useful guidance can be obtained from the handbook on *Operating in a Nuclear Environment*.

c. **Communal Staff.** Dining Hall and scullery staff should be detailed on the Whole Ship Watch and Station Bill and these may differ from normal cruising watch personnel. Arrangements should be made for the NAAFI canteen to open each side of a watch change.

1335. **Messing at Action Stations.** When the Ship's company is closed up for prolonged periods at action stations, it is essential that food and drink is available at short notice when ordered by the command. Snacks and beverages should be provided on an "as required" basis, but when closed up for extended periods it may be necessary for the Logistics Officer to provide a more substantial meal should the Command so decide. Action Messing takes the form of a hot meal served to the Ship's Company, within the quickest possible time, while the Ship remains closed up at State 1.

1336. **State One Preparations.** The following actions should be carried out prior to Action Stations and the Ship assuming State 1:

- a. Hot and Cold drinks as appropriate should be distributed throughout the Ship, at nodal points, prior to assuming State 1.
- b. Action Snacks should be bagged up and labelled, before being delivered to the appropriate location and given to the I/C or another responsible rating. Furthermore, Action Messing relay cards, at a ratio of 1:4, should be issued to I/Cs in readiness for Action Messing.

1337. **Securing for Action.** During periods of increased tension or, war there will be a requirement for all storerooms, offices and domestic areas to be fully secured for action. This will inevitably reduce instances of personal injury, damaged equipment and blocked suction strainers. In order to achieve this, it is recommended that at least 45 minutes be allowed from completion of a meal prior to going to action stations. Once this evolution has been practised it may be possible to reduce the preparation time to 30 minutes.

1338. **Securing Compartments.** The following arrangements should be followed:

- a. During NBCD State 3, all unoccupied compartments are to be secured with rim locks and one inch padlocks.
- b. During NBCD State 1 and 2, all compartments should be unlocked, with the exception of NAAFI storerooms and Wardroom wine stores, which should remain, locked on padlock only. Keys for these padlocks should be held at the relevant section bases and HQ1.

1339. **Dining Hall and Galley Arrangements at Action.** Attention should be paid to the following points when preparing these compartments for action:

- a. **General Securing.** All shelf battens must be in place, and all utensils stowed. Tubs and other large portable items must be securely lashed down. All loose, small and potentially dangerous items must be secured or stowed properly.
- b. **Action Dress.** Chef ratings closed up in the galley at action stations must wear action-working dress with sleeves rolled down and anti-flash gear. Ratings actually employed in preparing food may remove anti-flash gloves for the minimum time necessary to complete the task. When anti-flash is relaxed by the Command chef ratings should wear hats, and don aprons.
- c. **Protection of Food from Contamination.** All food must be covered to prevent contamination e.g. from dust dislodged from vent trunkings and elsewhere during the course of action. Food which has been prepared for the next meal should be labelled, stowed in refrigerators and covered properly.
- d. **Deep Fat Fryers.** Deep fat fryers must be switched off and drained of oil, with thermostats set to their lowest setting. On no account are fryers to be drained down before the oil is cool. For safety reasons drained off oil should be stowed in oil drums and properly secured.
- e. **Water Supplies.** Reserves of hot and cold water must be available. Boiling coppers, tilting kettles and other containers that can be secured are to be filled with water.
- f. **Master Switches.** All electrical supplies should be isolated at source and at the main breaker, prior to assuming State 1. On completion of action messing all equipment and power supplies are to be returned to this state.
- g. **Use of Cooking Equipment.** Permission is to be sought from HQ1 prior to switching on any cooking equipment before starting meal preparations.
- h. **IT Systems.** All Navy Star and TRICAT systems are to be closed down during action stations, with the exception of operational terminals.

1340. **Action Snacks.** An Action Snack is provided when it is not possible to undertake Action or Quarters Messing and usually consists of a high energy bar. The Ship's company should be split into normal groups of convenient size according to the location of their action stations. A breakdown of all groups, their size, the names of the personnel, the number of snacks, the name of the I/C, his/her location and their contact telephone number, should be issued in the form of a LOTEM. It is imperative that these details are updated frequently. Ten percent extra snacks should be issued to each group, to take into account flexibility, errors in compiling the figures and mobile personnel. When ordered by the Command, I/Cs of sections are to issue the Action Snacks to the personnel listed (and contained in the LOTEM). Any shortfalls should be communicated to the Action Messing Team (AMT) so that the shortfall can be made good. AMTs are to replenish the hot and cold drinks sited throughout the Ship on a regular basis. In addition to this each drink container must have a routine for replenishment attached including a contact telephone number. Consideration should be given to bagging up a second issue of snacks to provide maximum flexibility to the Command.

1341. **Action Messing Teams.** At a suitable time, when the threat is low, the Command will initiate Action Messing by issuing the order “Action Messing Teams close up”. On arrival in the galley the team should carry out an initial survey to ensure the Galley has no visible signs of battle damage. Permission should be sort before power is restored to the Galley. Once power has returned an equipment survey is to be carried out to establish the availability of the cooking equipment, essential services, power, lighting, ventilation and water. Damage and equipment requiring repair should be reported to the maintainer via the SCC. At this point the I/C of the AMT must make a decision as to whether Action Messing is possible and how long it will take. The Command via the DCO should be briefed accordingly. A simple, effective plan for cooking should be formulated, utilising all available equipment to provide food within the quickest time and briefed to the AMT thereby providing the Command with maximum flexibility. The aim should be to prepare, cook, serve and re-secure in the shortest time possible.

Note: Although there is no set time to achieve Action Messing, Ships are recommended to try and achieve the serial within 75 minutes as trained for at OST.

1342. **Main Meal at Action.** In order that 75% of personnel are closed up at their action station at all times, the following routine is recommended. It will allow a Ship’s Company to be fed quickly and all catering areas to be re-secured within the Fleet Standard Time. The following routine should be followed:

- a. A card relay system should be used to manage the feeding.
- b. All personnel are fed from the JRDH, with the exception of larger Ships which may be required to use more than one galley/dining area.
- c. Personnel eat standing using disposable plates and cutlery.
- d. Hot/cold drinks are provided in the JRDH.
- e. Fresh fruit provided as personnel leave the dining area.

1343. **Managing the Main Meal.** In order to maximise efficiency, it is recommended that:

- a. The Catering Services Senior Rate assumes overall control liaising with DCO throughout.
- b. Catering staff or local damage control and repair parties dispense hot/cold drinks.
- c. A cleaner is detailed for the period of the meal.
- d. Additional hands should be detailed to collect the gash and to maintain the secure state of the Ship.
- e. Simple “all in” dishes (including vegetables) that provide sufficient sustenance should be used which require minimum preparation, cooking time and serving utensils. Where possible and if stocks allow, disposable plates and cutlery should be used to consume meals. However, the Ship’s Company must ensure that they carry their own service issue drinking mug when action stations are sounded.

f. All personnel should be encouraged to dine at the central feeding location, however, battle damage/command implications, may mean that not all personnel will be able to get to the central feeding position to obtain action messing. Therefore there may be a requirement for dispersed feeding to transport hot food to groups of personnel throughout the Ship (e.g. RAS teams, bridge teams, flight deck crews). Insulated containers are ideally suited to this task.

1344. **Provision of Quarters Messing.** The aim of this feeding is to provide food to personnel during a lull in the action when it is not practicable for them to be released from their action station. The AMT will prepare food which is to be delivered to I/Cs of sections for distribution to personnel using the Action Snack's list. Hot rolls, pies and pasties are ideal or simple all in one dishes can be delivered using SAF Jars and disposable eating utensils. All waste generated as a result of the feeding evolution is to be bagged and secured until the action is over.

Note: Although there is no set time to achieve Quarters Messing, Ships are recommended to try and achieve the serial within 45 minutes as trained for at OST.

1345. **Fluids.** Adequate supplies of fluids, such as soup and hot or cold drinks according to the climate, should always be available for distribution at short notice. These are best provided in small urns or flasks, which can easily be secured and re-supplied.

1346. **Alternative Emergency Cooking Facilities.** The LO/LSO should give thought to what emergency facilities could be arranged if action damage rendered all the Ship's galleys inoperable, details of which should be in the LDSOs.

1347. **Dispersal of Stocks.** During periods of tension and war 3 days stock is to be dispersed to Shelter Stations. During certain NBCD states of readiness consideration should be given to using shelter stations within the citadel for this purpose (see BRd 2170 (CBRN Defence)). This is to act as a reserve against damage to storerooms and for action messing. Attention is drawn to the need for adequately secure stowages if long periods are to be involved so that an accurate estimation of remaining provisions endurance can be made. Details of these stowages are to be entered in LDSOs and CMR (Pt2).

1348. **Emergency Messing.** Other emergencies, e.g. collision, may make it necessary to mess the Ship's company in other than the normal peacetime routine. These arrangements will depend on the circumstances at the time, but the principles above for defence watches and action messing provide the basis for planning. The most vital are:

- a. On-call provision of drink and food for personnel who will be busy and may be exhausted, shocked or cold.
- b. The control and flow of numbers through the eating spaces, commensurate with the ability to produce food.
- c. An organisation for the distribution of snacks to personnel at work if they cannot be released to take a centrally provided meal.
- d. Adequate dispersal and proper control of stocks to conserve food.

1349. **Messing of Landing Parties and Disaster Control Parties.** The Ship's organisation for providing rations for landing parties should be capable of dealing with the maximum number of personnel that could be landed by the Ship at any one time and at whatever notice required. The LO should make plans in conjunction with the XO and Officer Commanding Royal Marines (OCRM), when borne and the following considered:

- a. **Initial Food Supply.** Unless food supply has been arranged from shore sources to operate immediately on the day of landing, 24 Hr ORP, when available, are to be issued prior to disembarkation. Where time permits pasties or packed meals should be made by the catering staff and distributed to the landing party prior to disembarkation to provide the short term feeding solution. Ideally this should include chocolate bars, biscuits and the provision for hot/cold drinks.
- b. **Main Feeding.** Once the party is ashore consideration should be given to the longer-term type and style of feeding. This is dependant on the availability and quality of provisions ashore and the ability for the Ship to re-supply, the prevailing conditions ashore and the expected duration for which the landing party will remain landed. Where group feeding is possible consideration should be given to landing catering support. Any subsequent landing of rations must take place in accordance with a recognised routine agreed with the Ship and the headquarters ashore. A few days' reserve rations in the form of dry provisions should normally be held ashore. When catering for the numbers ashore, additional allowances of provisions may be needed for prisoners, refugees, interpreter etc. Consideration should be given to producing hot food on board and transporting it in suitable containers (SAF Jars) to landed personnel (using FCAT 1013 Dispersed Feeding Record JSP 456 Vol 3 Chap 3 Appendix 6).
- c. **Provisions Re-Supply.** Where it is not possible to obtain provisions from local sources and the party is to be provisioned from the Ship, fresh and frozen provisions should be landed daily by either boat or helicopter transfer. Guidance for the safe handling, preparing and cooking of provisions in austere environments can be found in JSP 456 Vol 3 Chap 3.

1350. **Water Purifying Tablets (NSN6850-99-225-1833).** These tablets are for use by landing parties when there is any doubt about the purity of the local water supply, or with aircraft survival equipment. Each box contains 960 tablets and their estimated shelf life is 5 years. Details of holdings are to be recorded in the CMR (Pt 2). The quantity of tablets to be carried by HM Ships is as follows:

- a. LPD/LPH/CVS and above 21 BX
- b. Other Ships 11 BX

1351. **Galley First Aid.** The Galley Manager is to ensure that a fully stocked First Aid Box, including in date and sealed eye wash bottles, is available in the Galley along with a list of trained First Aid personnel.

1352. **Galley Dress.** Food Handlers are to wear clean MoD issue 'whites' (Dorchester jacket, sleeves rolled down), blue check chefs trousers, cloth cap and an apron) when employed preparing, producing and serving food. Caps and aprons are to be removed when leaving the Galley.

1353. **Galley Keys and Breakers.** A strict key routine, to include the locking-off of galley electrical breakers whenever the galley is unattended, is to be in existence. Routines including security of Galley keys are to be authorised by the LO/LSO and included in LDSOs.

1354. **Galley Safety Information Signs.** Details of all information signs are listed at Annex E.

1355. **Galley Fire Exercises.** Galley fire exercises are to be conducted fortnightly, with the Standing Sea Emergency Party/Duty Watch being involved on a monthly basis. Details of all exercise undertaken are to be recorded in the Whole Ship Exercise Log and on PRISM.

1356 - 1399. Reserved.

CHAPTER 13 Annex A – SIGNAL FORMAT

SECURITY CLASS		Restricted		SPECIAL HANDLING CAVEAT			
MESSAGE FORM				SERIAL No.		FILE STORE REF:	
Line 1						ROUTED BY	
2						TIME	
3 DE						PREPARED BY CPOCS	
4						TIME	
PRECEDENCE : ACTION : ROUTINE				INFO : ROUTINE		FOR SINGLE TRANSMISSION	
DTG :				MONTH:		YEAR:	
Routing Indicator		FROM : HMS				CHANNEL NO/ SYSTEM	
		TO: CINCFLEET				TIME	
		INFO : FCO Navy Command HQ				OPERATOR	
						MESSAGE INSTRUCTIONS	
						SECURITY CLASSIFICATION RESTRICTED	
						SIC(S) OSA/OSJ	
FOR: CINCFLEET.							
SUBJ: HMS PROVISIONS ENDURANCE							
1. REQUEST TO FALL BELOW 14 DAYS PROVISIONS ENDURANCE.							
2. IF APPROVED, TO REMAIN BELOW 14 DAYS UNTIL END DATE OF 20....							
3. SHIP CURRENTLY VICTUALLING AROUND PERSONNEL.							
4. POC CPO LOGS (CS)							
PAGE 1 OF 1 PAGES		REFERENCE				Releasing Officers Signature	
Have you referred to a Classified message?		Drafters Name			NAME	
State YES or NO in box		RANK / GRADE		CPO LOGS (CS)		(block letters)	
NO		Branch / Tel. No		Dockyard EXT		Rank / Grade Cdr	
FOR OPR USE		R	Filing time/TOR	System	Operat or	Final check Op	Branch / Tel. No
Security Classification				Restricted			

Sponsor – Navy Command HQ

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CHAPTER 13 Annex B – COMMANDING OFFICERS DECLARATION

The Products of Animal Origin (Third Country Imports) (England) Regulations 2004 and Animal By Products Regulation 2003

Disposal of Catering Waste from a means of transport operating internationally – ENGLAND ONLY

I am the Owner/Captain/Ship's Master/Pilot responsible of the disposal of catering waste from (delete as appropriate) of [Name of vessel and relevant identification number].

I declare that all ships stores have been completely emptied, cleaned and disinfected following our last international voyage and that [Name of Vessel] has not left the EU since stores were replenished.

Signed:

Print Name:

Dated:

Contact details:

Address:

Telephone/Fax:

Email address:

(Alternatively please give details of your shipping agent, management office or other contact)

Please return this form to your local SVS office: www.defra.gov.uk/animalhealth/
Please keep a copy of this form for your own records

DATA PROTECTION STATEMENT

DEFRA and its agencies will hold and use your information to update you on any changes to the policy and rules concerning the disposal of international catering waste. If you do not wish to receive this information, please contact your local SVS office or email – iahimports@defra.gsi.gov.uk You have the right to see the data DEFRA and the SVS holds about you and correct any inaccuracies. In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations or the Freedom of Information Act 2000. However, we will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.

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CHAPTER 13 Annex C – DUTY CATERERS MANAGEMENT PAGE

HMS *EXAMPLE* DUTY CATERERS MANAGEMENT PAGE

Duty Caterer	<i>AB Logs Example</i>			Date	<i>17.11.10</i>			
Catering Keys Drawn from Keyboard								
Key Drawn	Time Out	Time In	Drawn By	Sign	Time Out	Time In	Drawn By	Sign
1. <i>No 1 Store</i>	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
2. <i>No 2 Store</i>	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
3. <i>Main Freezer</i>	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
4. <i>F&V Room</i>	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
5. <i>Potato Room</i>	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
6. <i>Dairy Room</i>	<i>0800</i>	<i>0900</i>	<i>.....</i>	<i>.....</i>	<i>1300</i>	<i>1400</i>	<i>.....</i>	<i>.....</i>
Specific Daily Instructions								
<i>POLOG(CS) to add instructions.</i>								
Defects occurred during the working day.								
TRICAT Daily Back Up			Time: <i>1600</i>		Signature: <i>.....</i>			
Supplementary Issues								
End of Working Day Tasks - to be completed before secure and signed for.								
1.	Ensure the Galley has all the required provisions for breakfast the next day.							
2.	Ensure all fridge and freezer temperatures have been correctly recorded on the unit doors.							
3.	Ensure that all weekly and daily cleaning tasks have been completed.							
4.	All Catering Service areas are correctly secured.							
5.	All gash has been ditched.							
6.	All storeroom and fridge keys are locked in the Catering Office keyboard.							
7.	The Duty LLogs (Galley) has details of your whereabouts in the event of an emergency.							
Duty Caterer Signature					LLogs Signature			

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CHAPTER 13 Annex D – GALLEY MANAGEMENT RECORD (GMR) PAGE

HMS *EXAMPLE* - Galley Management Record (GMR) Page
(Main Galley)

Date: <i>23/08/11</i>	Location: <i>Portsmouth</i>	Duty LCH: <i>LLogs Example</i>	Daily S71 Numbers <i>80</i>	Galley Manager: <i>POCS Example</i>			
HACCP Line	Number of Portions	Menu: <i>Highlight Food that requires probing (Examples below)</i>	Quantities	Menu Reference	Notes: <i>(these notes are produced at the discretion of the LO & Galley Manager in order to assist the galley team)</i>		
Evening Meal Numbers - 80					<ol style="list-style-type: none"> <i>All orders pertaining to food production and food service are to be adhered to at all times.</i> <i>All foods are to be batch cooked.</i> <i>Strict adherence to recording of temperatures.</i> <i>Correct dress to be worn (JSP 456 Vol 1 1352).</i> <i>All galley stores to be supervised (JSP 456).</i> <i>Duty LCH to supervise the Communal Party.</i> 		
<i>B</i>	<i>40</i>	<i>Roast Beef</i>	<i>7.5 KG</i>	<i>law</i>			
<i>B</i>	<i>40</i>	<i>Chicken in Red Wine Sauce</i>	<i>10 Birds</i>	<i>law</i>			
<i>B</i>	<i>80</i>	<i>Roast Potatoes</i>	<i>40 Kg</i>	<i>law</i>			
<i>B</i>	<i>80</i>	<i>Cauliflower Cheese</i>	<i>10 Heads</i>	<i>law</i>			
<i>B</i>	<i>80</i>	<i>Baton Carrots</i>	<i>8 Kg</i>	<i>law</i>			
<i>B</i>	<i>80</i>	<i>Apple and Blackberry Crumble with Custard</i>	<i>2 Tins</i>	<i>law</i>			
WARDROOM STARTER					Signature of Galley Manager:		
Breakfast Meal Numbers - 30					Extra requirements (packed, late/early meals)		
<i>B</i>	<i>25</i>	<i>Grilled Bacon</i>	<i>1 Pkt</i>	<i>law</i>	<ol style="list-style-type: none"> <i>20 packed meals for Range Party, to be collected from the Catering Office at 0745 on 18.11.10 by PO Black.</i> <i>20 baguettes to be baked off in the morning watch for filled rolls on the 18.11.10</i> 		
<i>B</i>	<i>25</i>	<i>Grilled Sausage</i>	<i>1 Pkt</i>	<i>law</i>			
<i>B</i>	<i>25</i>	<i>Eggs to Order</i>	<i>1 Tray</i>	<i>law</i>			
<i>B</i>	<i>25</i>	<i>Baked Beans</i>	<i>2 Tins</i>	<i>law</i>			
<i>B</i>	<i>25</i>	<i>Plum Tomatoes</i>	<i>1 Tin</i>	<i>law</i>			
Lunch Meal Numbers - 80					HACCP Line	Number of Portions	Roll fillings/ Salads
<i>B</i>	<i>80</i>	<i>Tomato Soup (home made)</i>	<i>4 Gallons</i>	<i>law</i>	<i>C</i>	<i>10</i>	<i>Egg Mayo for rolls</i>
<i>B</i>	<i>60</i>	<i>Battered Cod</i>	<i>2 Blocks</i>	<i>law</i>	<i>A</i>	<i>10</i>	<i>Ham for lunch rolls</i>
<i>A</i>	<i>20</i>	<i>Filled Rolls</i>	<i>20</i>	<i>law</i>	<i>C</i>	<i>20</i>	<i>Beef for sandwiches</i>
<i>B</i>	<i>80</i>	<i>Chipped Potatoes (QF)</i>	<i>4 Pkts</i>	<i>law</i>	Out of Hours incidents (inc Defects)		
<i>B</i>	<i>60</i>	<i>Mushy Peas</i>	<i>1 Pkt</i>	<i>law</i>			
Signature of Duty LCH:							
This is to certify that I have read and understand SGOs, LDSOs and Galley Standing Orders.							

Sponsor – Navy Command HQ (NCHQ)

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CHAPTER 13 Annex E – SAFETY SIGNS AND WARNINGS

Sign	To be Sited
<p style="text-align: center;">WARNING DEEP FAT FRYER FIRE DANGER DO NOT LEAVE UNATTENDED SWITCH OFF ALL POWER BEFORE YOU LEAVE</p>	<p>Sited over canopy above the deep fat fryer, working units with fryer incorporated and all galley exits.</p>
<p style="text-align: center;">WARNING DO NOT FILL LESS THAN 1/3 DO NOT FILL MORE THAN 1/2 FILL AS INDICATED BY DEPTH MARKINGS</p>	<p>Sited adjacent to the deep fat fryer.</p>
<p style="text-align: center;">WARNING SHUT COVER IN THE EVENT OF A FIRE</p>	<p>Sited adjacent to the deep fat fryer and remote operating handle.</p>
<p style="text-align: center;">MICROWAVES TO BE CHECKED DAILY FOR CLEANLINESS AND DAMAGE TO DOOR SEALS</p>	<p>Sited on or adjacent to all microwaves.</p>
<p style="text-align: center;">FOOD LIFT 1. WHEN NOT IN USE LIFT DOORS ARE TO BE CLOSED AND LOCKED 2. OPERATE ONLY FROM LOADING POSITION</p>	<p>Sited on or adjacent to all food lifts and vertiflo hatches.</p>
<p style="text-align: center;">WARNING ALL SAFETY GUARDS TO BE IN POSITION WHEN OPERATING THIS MACHINE</p>	<p>Sited adjacent to all gravity feed slicers, slicing and mixing machinery.</p>
<p style="text-align: center;">FIRE DANGER SHUT OFF IN THE EVENT OF A GALLEY FIRE</p>	<p>Sited adjacent to remote fire handles, galley power breakers, ventilation isolating switches and crash stops.</p>
<p style="text-align: center;">IN THE EVENT OF FIRE 1. RAISE THE ALARM (LVA) 2. ATTACK FIRE WITH CORRECT SPE 3. TURN OFF POWER 4. SHUT OFF VENTILATION</p>	<p>Sited adjacent to all galley entrances and exits</p>
<p style="text-align: center;">WARNING DO NOT PLACE HANDS IN BOWL WHEN MACHINE IS OPERATING</p>	<p>Sited adjacent to all mixing machinery.</p>
<p>WARNING TO BE OPERATED BY TRAINED PERSONNEL</p>	<p>Sited adjacent to all power driven machinery, including all scullery and pantry equipment.</p>

Sign	To be Sited
<p style="text-align: center;">LOCKED IN ROUTINE</p> <p>1. OPERATE AUDIBLE ALARM 2. CONTINUOUSLY SWITCH LIGHTS ON & OFF</p>	<p>Sited adjacent to cool room and freezer room doors and alarm switches.</p>
<p style="text-align: center;">PERSONNEL TRAPPED IN FRIDGE</p> <p>1. RAISE ALARM IS AUDIBLE ALARM SOUNDS 2. RAISE ALARM IF LIGHTS ARE FLASHING 3. INFORM OOW/OOD, SCC & CS STAFF 4. ATTEMPT TO GAIN ACCESS TO FRIDGE</p>	<p>Sited adjacent to fridge audible alarm and all fridge indication lights.</p>
<p style="text-align: center;">THE NEAREST EDBA IS LOCATED AT</p>	<p>Sited adjacent to fridge audible alarm and all fridge indication lights.</p>
<p style="text-align: center;">WARNING</p> <p>BRATT PAN NOT TO BE OPERATED AS A DEEP FAT FRYER</p>	<p>Sited on or adjacent to all bratt pans.</p>
<p style="text-align: center;">NO SMOKING</p>	<p>Sited on entry to all food related areas.</p>
<p style="text-align: center;">CAUTION</p> <p>1. CHEMICALS USED IN THIS MACHINE MAY CAUSE DERMATITIS 2. CORRECT PPE TO BE WORN WHEN OPERATING THIS MACHINE</p>	<p>Sited on or adjacent to all dishwashing machines.</p>
<p style="text-align: center;">CAUTION</p> <p>1. DANGER OF STEAM AND BOILING WATER 2. CARE TO BE TAKEN WHEN OPENING</p>	<p>Sited on or adjacent to all steam and combi ovens.</p>
<p style="text-align: center;">CAUTION</p> <p>SHARP IMPLIMENTS STOWED WITHIN</p>	<p>Sited on all draw fronts and cupboards containing sharp objects.</p>
<p style="text-align: center;">HOT FRESH WATER</p>	<p>Sited as applicable.</p>
<p style="text-align: center;">COLD FRESH WATER</p>	<p>Sited as applicable.</p>
<p style="text-align: center;">SALT WATER</p>	<p>Sited as applicable.</p>
<p style="text-align: center;">CLEANING GEAR ONLY</p>	<p>Sited as applicable.</p>

Sign	To be Sited
<p style="text-align: center;">POTATO PEELER</p> <ol style="list-style-type: none"> 1. DO NOT OVER LOAD MACHINE 2. FILL ONLY WHEN MACHINE IS RUNNING 3. ENSURE POTATOES ARE FREE FROM STONES 	<p>Sited adjacent to the potato peeler.</p>
<p style="text-align: center;">NO ENTRY TO UNAUTHORISED PERSONNEL</p>	<p>Sited as applicable.</p>
<p style="text-align: center;">GREASE FILTERS</p> <ol style="list-style-type: none"> 1. CLEAN WITH HOT SOAPY WATER DAILY 2. CLEAN SURROUNDS DAILY 3. CLEAN TRUNKING DAILY 4. ENSURE REGULAR DEEP CLEANING 	<p>Sited adjacent to grease filters on the canopy.</p>
<p style="text-align: center;">GARBAGE DISPOSAL UNIT (GDU)</p> <ol style="list-style-type: none"> 1. NO BONES 2. NO METAL OBJECTS 3. NO PLASTICS 4. DO NOT USE ALONGSIDE 5. DO NOT USE WITHIN 3 MILES OF LAND 6. ISOLATE DURING “MAN OVERBOARD” 7. OBSERVE ALL MARPOL REGULATIONS 	<p>Sited adjacent to all garbage disposal units (GDU's).</p>

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